

**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS****VETERANS HOME OF CALIFORNIA - BARSTOW**

**REGISTERED NURSE**

**OPEN/SPOT – BARSTOW**

**HOW TO APPLY:** The testing office accepts applications, form 678, continuously and will notify and test applicants as needed.

**SUBMIT APPLICATIONS TO:** CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
Personnel Management Division  
1227 O Street, Room 105  
Sacramento, California 95814  
**ATTN: BARSTOW**

## CONTINUOUS FILING

Submit applications only to address indicated above. **Do not submit applications to the State Personnel Board.**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**SALARY RANGE:           A: \$4,309.00 - \$5,058.00           B: \$4,569.00 - \$5,383.00**  
**(\$400.00 PER MONTH RECRUITMENT & RETENTION PAY ALLOWANCE)**

This is an open examination. Applications will not be accepted on a promotional basis. Career Credits do not apply.

**EXAMINATION ELIGIBILITY LIMIT:** The testing period for this examination is 12 months. You may not test for this examination more than once in a testing period.

**EXAMINATION INFORMATION:** This examination will utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:**

**NOTE:** All competitors must meet the education and/or experience requirements when submitting their application unless there is an early entry feature. It is your responsibility to make sure that you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications.

**NOTE:** All applications/resumes must include: “to” and “from” date (month/day/year); time base; and class title. Applications/resumes received without this information will be rejected.

**ALL APPLICANTS MUST SHOW THEIR LICENSE NUMBER, TITLE AND EXPIRATION DATE ON THEIR APPLICATION. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION WILL BE REJECTED.**

**MINIMUM QUALIFICATIONS:**

Requires possession of the legal requirements to practice as a professional Registered Nurse in California.

**(Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nurses will be admitted to the examination, but they must possess all legal requirements as determined by that Board before they will be considered eligible for appointment.)**

**SPECIAL PERSONAL CHARACTERISTICS:** Must possess aptitude for and willingness to work with clients in a State facility; emotional stability; sensitivity to the needs of clients; patience; tact; alertness; and keenness of observation.

**ADDITIONAL DESIRABLE QUALIFICATIONS:** Proficiency in the use of American Sign Language.

**THE POSITION:** In a 24 hour facility, the Registered Nurse is the entry and journey level. Under general supervision, incumbents administer nursing care to patients/clients of a State facility, which may include a clinical setting or a special treatment area where specialized nursing work may be required; assist in planning and evaluating nursing care of assigned patients/clients; assist in directing, supervising, and training other nursing service personnel, inmates, and client help; relieve supervisor as required; and perform other related duties. In addition, at the journey level, incumbents may provide direction to unit or clinic personnel in general or specialized nursing work; provide for continuity of client care with nursing personnel of other shifts; may be responsible for directing the work of an eight-hour shift of an organized nursing unit; and relieve supervisor as required.

**EXAMINATION INFORMATION:** This examination will consist of an evaluation of each candidate's experience and education only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

### EDUCATION AND EXPERIENCE – WEIGHTED 100%

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**REGISTERED NURSE**

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**CONTINUOUS FILING**

**INFORMATION ON THIS BULLETIN SUPERCEDES ALL PRIOR BULLETINS**

**SCOPE:** In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

**A. Knowledge of:**

- 1. Professional nursing principles and techniques.
- 2. Medical terminology.
- 3. Hospital routine and equipment.
- 4. Medicines and narcotics.

**B. Ability to:**

- 1. Apply nursing techniques.
- 2. Observe and record symptoms and behavior.
- 3. Keep records and prepare reports.
- 4. Gain the interest, respect and cooperation of clients.
- 5. Plan, organize, and direct the work of others.

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires after 12 months unless the needs of the services and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Veterans Home, Barstow.

**Veterans Preference Credit** will be added to the final score of all competitors in this examination who qualify for, and have requested these points and who are successful in this Examination. Due to changes in the law, which was effective January 1, 1996. Veterans who achieve permanent civil service status are not eligible to receive veterans' credits.

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the California Department of Veterans Affairs three days prior to the written test if he/she has not received his/her notice.

For **an examination** without a written feature it is the candidate's responsibility to contact the California Department of Veterans Affairs, Personnel Management Division, (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a **candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Location:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1)subdivisional promotional, 2)departmental promotional, 3)multidepartmental promotional, 4)servicewide promotional, 5)departmental open, 6)open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** Veterans Preference credit will be added to the final score of all competitors in this examination who qualify for, and have requested these points and who are successful in this examination. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE CREDITS.** When credit is granted it is as follows: 10 points for veterans and widows of veterans: 15 points for disabled veterans. Directions for applying for veteran's preference are on the Veterans Preference Application form, which is available from the State Personnel Board office, on the Internet, and through the Department of Veterans Affairs at P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.

**TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.**  
**(916) 653-1966** **(Rev. 06/09/03)**